



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Medical Social Worker**
SUPERVISOR: Clinical Manager
LOCATION: Peter Christensen Health Center
POST DATE: January 3, 2024
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide care coordination case management services for Peter Christensen Health Center to coordinate systems of care to provide holistic healing approach. Successful candidate will collaborate with other professionals to assess case management plans and evaluate follow through by service providers and clients.

Qualifications: Master Degree in Social Work is required. Current unencumbered Wisconsin State Social Work license is required. Two years' experience in health care social work required. One year of prior experience working with tribal populations is desired.

Salary: Negotiable depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Medical Social Worker

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Clinical Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide care coordination case management services for Peter Christensen Health Center to coordinate systems of care to provide holistic healing approach. Successful candidate will collaborate with other professionals to assess case management plans and evaluate follow through by service providers and clients. The specific responsibilities of this position include but are not limited to the following:

1. Maintain a caseload that includes face to face or telehealth encounters with patients while promoting wraparound philosophy and practices.
2. Must assemble a Coordinated Services Team referral by interviewing the patient, identifying family members/natural supports/agency representatives and other significant persons.
3. Identify strengths and needs as well as provide assistance with any immediate needs.
4. Coordinate and facilitate the meeting of the Coordinated Services Team and develops the initial individual Plan of Care (POC) based on the identified strengths and needs, including a comprehensive 24-hour Crisis Safety Plan that considers culture, values and beliefs of the patient.
5. Must monitor the provision and quality of services provided to the family through the Coordinated Services Team and is the liaison when new services/resources need to be sought or developed.
6. Provides or arrange transportation for patients to appointments, crisis/respite services, etc., if needed.
7. Provides or secures support and crisis/emergency services for the patient.
8. Completes all the necessary paperwork in a strength-based manner and maintains accurate information on-line; ensure patient and family contact information is up-to-date, as well.
9. Collaborate with other necessary individuals the patient may have contact with, such as Physicians, Medical Providers, Behavioral Health Providers, Long Term Care Providers, Treatment Providers, Other Case Managers, Traditional Healers, Elders, Informal Supports, Community Resources, Family, etc.
10. Must dress in a respectful manner and maintain a respectful demeanor and presentation at all times.
11. Provide written and verbal information related to the patient's medical, behavioral and mental health based on assessment and contact.
12. Identify and promote innovative strategies to assist the patient in being maintained safely in the least restrictive setting.
13. Provided coordination of care and medical prevention services to patients.
14. Provide community outreach and education.

15. Advocate for clients or patients to resolve crises and injustices.
16. Collaborate with other professionals to evaluate patients' medical or physical condition and to assess client needs
17. Refer patient, or family to community resources to assist in recovery from mental or physical illness and provide access to services such as financial assistance, legal aid, housing, job placement or education.
18. Counsel clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life.
19. Utilize consultation data and social work experience to plan and coordinate client or patient care and rehabilitation, following through to ensure services efficacy.
20. Help to plan discharge from care facility to home or other care facility.
21. Organize support groups or counsel family members to assist them in understanding, dealing with, and supporting the client or patient.
22. Modify treatment plans to comply with charges in clients' status.
23. Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan.
24. Identify environmental impediments to client or patient progress through interviews and review of patient records.
25. Supervise and direct other workers providing services to clients or patients.
26. Oversee Medicaid and Medicare related paperwork and recordkeeping as necessary.
27. Plan and coordinate programs and/or partnerships to combat social problems, prevent substance abuse, and improve wellness among the community.
28. Develop or advise on social policy and assist in community development
29. Conduct social research to advance knowledge in the social work field.
30. Assist in developing and reviewing departmental policies as necessary.
31. Maintain strictest confidentiality according to HIPAA standards and upholds confidentiality working with sensitive patient data.
32. Participates in mandatory trainings and completes assigned trainings.
33. Understands the principle of Quality Improvement and participates in appropriate QI projects.
34. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal** – Daily contact with staff.
2. **External** – Extensive contact with general public.

F. SUPERVISORY RESPONSIBILITIES: No

G. SUPERVISION RECEIVED: Clinical Manager

H. EDUCATION: Master Degree in Social Work required; current unencumbered Wisconsin State Social Work license is required. Current BLS certification or ability to obtain and maintain certification within 6 months of employment.

I. EXPERIENCE: Two years' experience in health care social work required. One year of prior experience working with tribal populations is desired.

J. SKILLS:

1. Ability to manage time effectively
2. Ability to communicate effectively in writing or orally.
3. Advanced knowledge of the long-term care, waiver services, behavioral health, and child and family systems is required.
4. Advanced knowledge and experience working with Native American communities, culture, customs, traditions, and cultural law.
5. Must be capable of maintaining confidentiality.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal clinic office setting
2. **Exposure to Hazards:** Exposure to communicable diseases and other conditions common to a clinic environment.
3. **Physical Requirements:** May be exposed to long periods of sitting and standing.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Medical Social Worker to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella, Td/Tdap, and Hepatitis B at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resources Director **Date**